

## Steps in the Hiring Process for Teachers

This document outlines the hiring process MI uses when employing teachers to score assessments.

When responding to the ad posted on various job boards or notices shared within the school district, applicants are asked to select the job requisition for “Teachers Only.” Once that selection is made the hiring process begins.

The table below provides a step by step process for hiring applicants. There are two phases to the hiring process: the Application Process and the Onboarding Process. The Training Process is not part of the hiring process but it is included here to show the first step that takes place once an applicant accepts an invitation to work.

Steps 1 through 9 **must** be completed before an invitation to work can be offered.

Part A	Application Process	Action Required
Step 1	Complete the online application	<b>Applicant</b> initiates and completes the online application.
Step 2	Upload current version of resume	<b>Applicant</b> uploads resume during the online application process to his/her myStaffingPro (MSP) profile.
Step 3	Submit or upload proof of degree	<b>Applicant</b> uploads scanned document(s) to MSP profile, sends by secure fax to 919.425.7733, or emails to <a href="mailto:online@measinc.com">online@measinc.com</a> .
Step 4	Submit official transcripts	<b>Applicant</b> can have official transcripts sent by secure fax to 919.425.7733, by email to <a href="mailto:online@measinc.com">online@measinc.com</a> , or by mail to Measurement Incorporated, 423 Morris St., Durham NC 27701, Attn: K. Moore
Step 5	Complete online assessment in MIST	<b>Measurement Incorporated</b> sends a link with instructions and password(s) to the applicant. <b>Applicant</b> completes online assessment. For ELA, plan for 1.0–1.5 hours; for Math, plan for 1.0 hour.

<b>Part A</b>	<b>Application Process</b>	<b>Action Required</b>
Step 6	Complete virtual interview	<b>Measurement Incorporated</b> sends a link to the applicant. <b>Applicant</b> completes interview online.
Step 7	Provide two professional references	<b>Measurement Incorporated</b> verifies references.
<b>Part B</b>	<b>Onboarding Process</b>	<b>Action Required</b>
Step 8	Complete hiring forms	<b>Applicant</b> completes all hiring forms, including the I-9 form.
Step 9	I-9 Documentation	To receive training, I-9 documentation must be in place.
Step 10	Applicant receives invitation to join a project	<b>Measurement Incorporated</b> sends <b>invitation with link</b> to accept/decline specific project. <b>Applicant</b> accepts or declines invitation.
<b>Part C</b>	<b>Training Process</b>	<b>Action Required</b>
Step 11	MI training team provides training dates to readers ready to train	<b>Measurement Incorporated</b> will send email to <b>Applicant</b> with training dates and times.